

**Dover Town Report Committee**  
**Meeting of February 13, 2020 – 1:00 p.m.**  
**MINUTES – Approved**

**Present:** Dee Douglas, Mary Kalamaras, Hadley Reynolds, Kathy Weld.

**Absent:** Jill French

Kathy opened the meeting at 1:10 p.m.

**Editing Issues:** We discussed several editing issues:

- 1) The increasing number each year of very late reports and what we might do to change the trend: Several suggestions were offered, but none seemed particularly effective.
- 2) The gradual yearly increase in the length of some reports and the impact on the overall report length and costs: We reaffirmed the need to control word count and emphasize even more strongly our instructions to report writers that they submit summaries, not diaries.
- 3) The best placement for certain new reports:
  - Caryl Community Center Project Committee report: We reversed our decision made at the last meeting, and moved this report instead to the “Other Reports” section.
  - Animal Control report, which consists of statistics only: We decided to move it from “Health Reports” to “Town Government” and place it just after the Board of Fire Engineers report. (The Animal Control officer is appointed by the BOS and serves under the Police Department.) It will also add the dog bite numbers in this report to the appropriate place in the BOH report.
  - Animal Inspector, Jennifer Cronin, will be added to the list of board members and agents on the BOH report page.

**Historical Focus – Hodgson Houses:** Hadley shared his draft narrative and the jpeg images he had procured from the printer who produced the Old Home Day brochure in 2013. The other members were very enthusiastic. Mary will work with Hadley and Dee on a creative presentation of the photos we liked.

**Photo Selection:** We spent the rest of the meeting reviewing photos that Dee had chosen for consideration and selecting specific photos for section headers as well as photos for pertinent placement throughout the report. We are still working on a cover photo.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Kathy Weld